

TAA: Entering a Job Search

1. Find Client - *Always make sure all necessary info is on the application screen*
2. Initial application: Service Screen – add new service
 - a. Date: date applied for services
 - b. Service/Activity Title
 1. TAA services
 2. TAA – Job Search Application and Approval Session
 - c. Funding Stream: TAA
 - d. Summary Description: job search assistance
 - e. Planned End Date: date application submitted
 - f. Service Note: circumstances surrounding job search
3. Submitting reimbursement: Service screen – add new service
 - a. Date: date of meeting
 - b. Service/Activity Title
 - TAA services
 - TAA – Job Search Reimbursement Submitted
4. Funding Stream: TAA
5. Summary Description: job search assistance
6. Planned End Date: date application submitted
7. Service Note: payment information
8. Case Notes: document eligibility for and decision to approve job search

HINT: You can group several like transactions so you can cut and paste your service notes.

Send job search form to state TAA for approval, payment and inclusion in the file.